

U. S. ARMY MEDICAL LIBRARY
Washington 25, D. C.

ORGANIZING SMALL MEDICAL LIBRARIES
IN MILITARY INSTALLATIONS
(Revised August 1951)



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A. Introduction

1. This procedure has been prepared to answer requests from persons assigned to organize or re-organize small military medical libraries containing up to 2,500 titles. It will probably be of most assistance to those who have not had previous medical library experience. The aim of the procedure is to provide the simplest possible plan for organizing your library's materials. Questions on related problems not answered in this outline may be addressed to the Catalog Division, Army Medical Library, Washington 25, D. C.

2. The Department of the Army Special Regulations 735-80-1 Property Accountability - Libraries (28 March 1951) prescribes the way in which you must account for the books in your library. This regulation should be studied carefully before you make or change any records.

3. This regulation does away with the use of accession numbers in books because the identity of each book is plain from its own author-title-date information, unless your library has more than one copy of a title. When you have two or more copies of a book, mark the 2d, copy 2; the 3d, copy 3; etc. so that you will know exactly which copy is which and your shelflist will show how many copies you have.

B. Selection and Acquisition of Books and Journals.

1. General. In Code Letter IX-506, DA, SGO, MEDDE-A (12 Oct 1950) The Surgeon General prescribed procedures for obtaining books and journals and for disposing of excesses. This letter should be in the files of your medical supply officer or in the post purchasing and contracting section.

2. Selection. In the same letter mentioned in B, 1 above, par 2, a, (2), (b), describes lists of books and journals having the

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approval of The Surgeon General's Board for Review of Medical Service Books and Journals. These lists are mimeographed at the SGO in Washington and sent to the depots for subsequent distribution to medical units based on them. Present plans are to issue the lists in July of each year and to bring them up to date with replacement pages the following January. Lists for July 1951 have been published. There is no compulsion to buy the books or journals listed, but they serve as comprehensive guides to medical publications and thus offer a good source of suggestions for purchases for your library. The lists are intended for your library but may have been retained in your medical supply. Your depot should be contacted through medical supply if latest issue is not on hand.

a. In par 2, a, (2), (c), The Surgeon General says, "Each installation which receives a monetary credit for the purchase of books and journals should establish a board of review for books and journals." This paragraph goes further to prescribe the organization of the board. Recommendations for purchases made by individuals on the staff should be channeled through the library officer, where there is no librarian, to this board for approval or disapproval.

3. Purchase. Recommendations for books and journals that have been approved by your organization's Board of Review will be turned in to the medical supply officer. He will consolidate them on purchase requests that are forwarded to the purchasing and contracting section for buying. While the librarian or library officer has little to do with this process it would be well to know the following.

a. The Armed Forces Medical Procurement Agency annually lets a contract with a book jobber for medical books. Because of the discount rates secured it is mandatory that medical installations buy from the contract source whenever possible (Code Letter VII-203, DA, SGO, MEDDE-A, 31 Aug 50). Only books issued by publishers that he does not stock may be bought elsewhere.

b. Par 2, a, (1), (b), of Code Letter IX-506 states, "Subscriptions for journals are placed during the second quarter of the fiscal year . . ." Before this time your Board of Review should approve a subscription list. Many of your journals are listed in the Federal Supply Schedule, Class 35, Part II, and you are required to buy from the dealer noted opposite each title, unless a price advantage will result if a single agent supplies all your journals. It will be worth your while to test the single agent method because of the

cost-saving features of one purchase order, one source for correspondence on missing issues, and because agents usually offer a better discount rate on a specific list. For this single agent method copies of your list of journals and the names of at least three agents should be sent through Medical Supply to the purchasing section. This office will ask for bids and let a contract if the aggregate cost is less than the FSS cost. It is a convenience and saver of time and money to have all subscriptions begin in January and end in December. If yours are not on this basis it would be well to arrange them in this manner.

4. Withdrawal. Removal of dead wood from the collection is negative book selection and equal in importance with the selection of new materials, particularly for the small working library. Shelves should be examined for superseded editions and only the latest ones retained. The same is true of old texts that have been out-moded by different titles. The library officer, or the librarian if there is one, should enlist the aid of the chiefs of services and heads of sections to assist him in a careful job of weeding the collection. This work should be done continuously thereafter. All material selected for discarding should be referred to the organization's Board of Review before any records are changed. Alterations to records for discards will be in accordance with SR 735-80-1.

a. Methods for disposing of excess books and journals are recorded in the letter mentioned in B, 1 above, and also in the section on books in the manual of the depot on which your organization is based.

C. Circulation Records

1. You will need to set up a circulation record in order to keep track of books and journals borrowed for use outside the library. Two kinds of loans may be made, temporary loans (usually two weeks for books and three to seven days for journals) and indefinite loans.

a. A system for temporary loans may be accomplished by having the borrower sign his name on the book cards of the volumes borrowed if they are so equipped. If not, a charge slip should be made for each book or journal borrowed.

(1) For each book, note on the charge slip: author, title, copy number, and date to be returned. Have the borrower

sign his name on the slip.

(2) For each journal borrowed, note its title, volume, number or part, date of publication, and date to be returned.

(3) These will constitute your official charge records. They should be filed according to the date on which the material is due to be returned, so that you can remind your borrowers of overdue items.

(4) Before filing the official charge slip, make a duplicate to be filed under the name of the borrower. (The duplicate need not be signed) The file under name of borrower will enable you to quickly issue a library clearance record when an officer's station is being changed.

b. Books that must be immediately available at all times in the office of a chief of service, or at some other such location, may be made as indefinite loans on memorandum receipts. Care should be exercised in making such loans to insure that other staff members will not be deprived of literature that is important to them, although perhaps less frequently needed. In the case of medical dictionaries, other reference works, and basic texts it would be wise to assign the first copy to the library. If the chief of a service or other official thinks a copy should be assigned to him permanently a duplicate copy may be bought. There is nothing to prevent purchase of the library and duplicate copies at the same time.

(1) Indefinite loans must be recorded on Property Issue Slip (DA AGO Form 446) and returns on Turn-In Slip (DA AGO Form 447). See par 7, SR 735-80-1 for exact procedures to be followed.

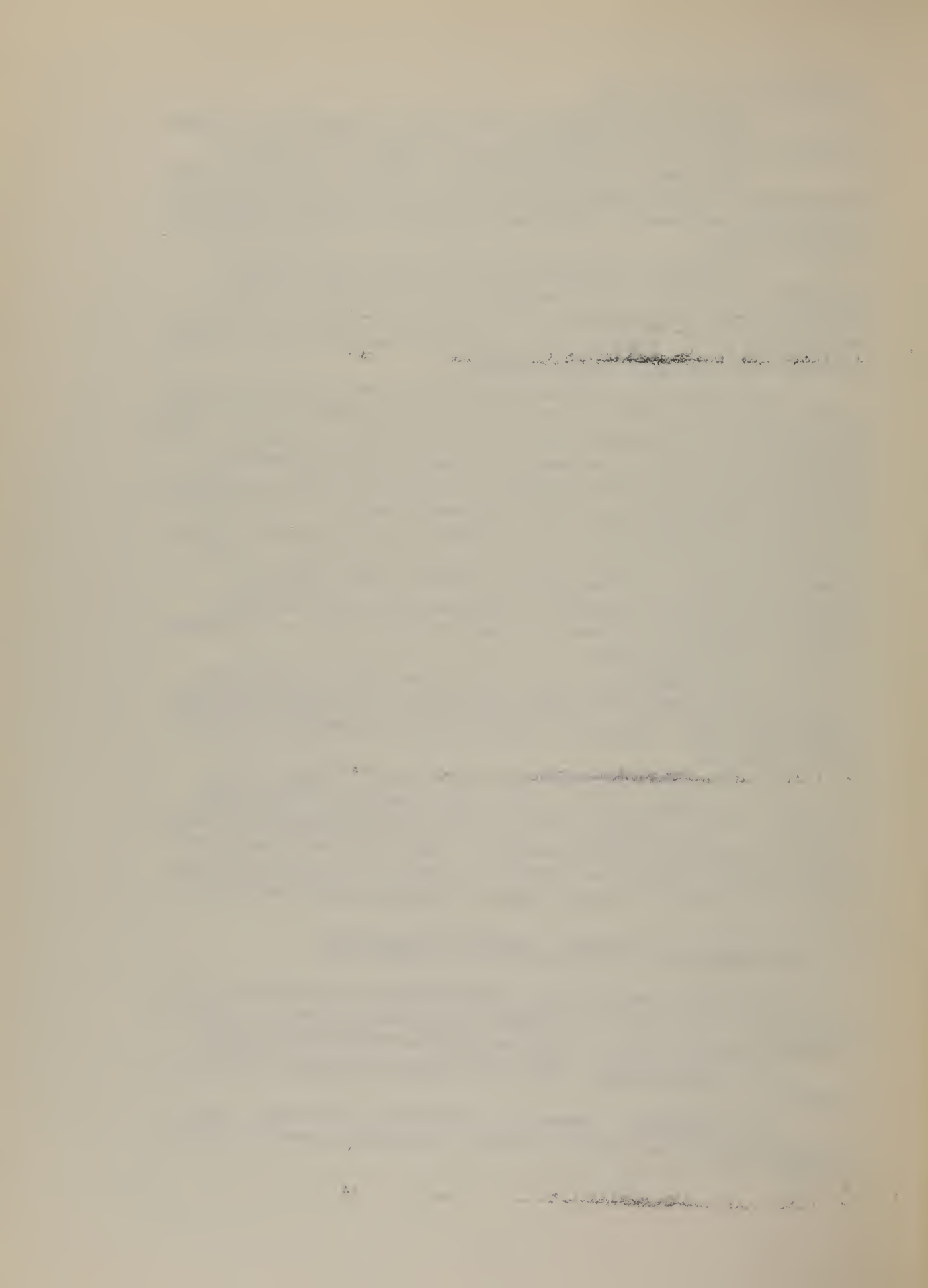
(2) It is also advisable to prepare a charge as in C, 1, a, recording author, title, copy number, date lent and location. These charges should be filed alphabetically by author under the heading "M/R Accounts." Such a file will make any books located outside the library available to any user and will serve as an index to single copies not duplicated in the library.

D. Arrangement of Books, Journals, Pamphlets

1. Assuming that you have some library materials and that shelving of some sort is available (even though it may consist of stacked packing cases), sort your printed materials by type.

a. Monographs. These are books published as separate titles.

b. Journals. These are periodicals, journals, reports, and other titles published in parts, or volumes, over a period of time.



c. Pamphlets. Miscellaneous, small, unbound titles.

2. Arrange the Journals alphabetically by title, or name of organization responsible for the publication. Arrange all pieces or volumes of a single title chronologically beginning with the lowest number or the earliest date.

a. This material will be used as currently received, and through periodical indexes, and therefore is most easily available if kept on the shelves in alphabetical order. No further work need be done on the journals until the other materials are in order. As new pieces or issues of a title are received, they can just be added to those already arranged.

3. Monographs: For the small library (up to 1500 volumes actually located in the library) that does not have the services or advice of a professional librarian the best arrangement for books is alphabetically by author. This arrangement makes for ease in locating and replacing books. (This recommendation conflicts with par 6, c, (1), (a), of SR 735-80-1 which says that the shelflist will be by class number for books of non-fiction, and the arrangement of a shelflist is supposed to correspond with the arrangement of books on the shelves. Pending such time as adequate assistance in classification of the books can be obtained, arrangement of books and shelflist by author will serve the auditors purpose in checking records and holdings)

a. In some instances, immediate division into subject groups may prove more desirable. The group of subjects listed here have been selected for a general medical collection and you will probably only need to use a part of them. If you have a library with a highly specialized collection, this plan may not be adequate. In such a situation it is suggested that you request a more detailed scheme of grouping your books from the Army Medical Library.

b. The subject headings are briefly stated in the outline but should be interpreted as including all related material. (If your acquaintance with medicine and medical terms is limited, you will find an up-to-date medical dictionary an indispensable help in arranging your books, as well as in the reference use of your library.)

SUBJECT GROUPS

Anatomy	Nursing
Bacteriology	Occupational therapy
Biochemistry	Ophthalmology
Cardiology	Orthopedics
Dentistry	Otorhinolaryngology
Dermatology	Parasitology
Endocrinology	Pathology
Gastro-intestinal system	Pediatrics
Gynecology & Obstetrics	Pharmacology
Hematology	Physical medicine
Hospitals	Physiology
Infectious diseases	Psychiatry
Internal medicine	Public health
Laboratory diagnosis	Radiology
Military medicine	Reference books
(Administrative aspects of subject)	Respiratory system
Miscellaneous	Surgery
Neurology	Urology
(For your convenience a separate listing of these classes together with a brief index are appended.)	Veterinary medicine

c. As you sort you will find it convenient to put temporary labels on the shelves. It will also make your plan of arranging the books easier to understand, and the books easier to use, for you will probably be called on for reference service before the organizing job is finished.

d. The subject for each book should be pencilled neatly inside the front cover so that it will always be put back in the same place. Further numbering to identify individual authors is unnecessary.

4. Sort the Pamphlets into the same subject groups as the monographs. (In this re-sorting look for pieces which belong in the journals group.) Mark the subject notation in the upper left corner of the cover so your work won't have to be done over again every time the material is used.

a. The pamphlets may be shelved with the corresponding book material. Pieces worth the trouble should be protected by some sort of a cover even though only a manila envelope. (Don't forget to put identifying information on the outside of the cover.) The pamphlets will remain in better condition and in better order if you can keep them in a filing case arranged by subject.

E. Card records

1. The next few steps cover the records needed for your collection. Do not make any record you can do without! Records typed on 3" x5" cards should contain the fewest possible details. Your cards need not be perfectly consistent in form or content, but remember that the resulting file will be easier to use and will give more satisfaction to its users, if its individual cards are as neatly and accurately made as conditions permit.

2. As the monographs will be harder to keep track of than the journals, cards for monographs should be prepared first. The monograph record (or catalog) will consist of an alphabetical list of authors and titles and the shelflist required in SR 735-80-1. The shelflist may be an alphabetical list by authors or a list by subjects (see D. 3. above)

a. Samples of the cards you will need to make are illustrated on pages

b. The cards should be typed directly from the books as most of the information needed will be found on the title page and can be used as found. Some suggestions on the various items of information are included in the hope they will speed your efforts.

(1) Author's name. If it is a personal name, use only surname and initials, (if only one forename it should be written out) in the heading. If two personal authors, use only one name in the heading and make an extra card for the author after the first. (In the case of research reports, there is no need to make cards for all names listed.)

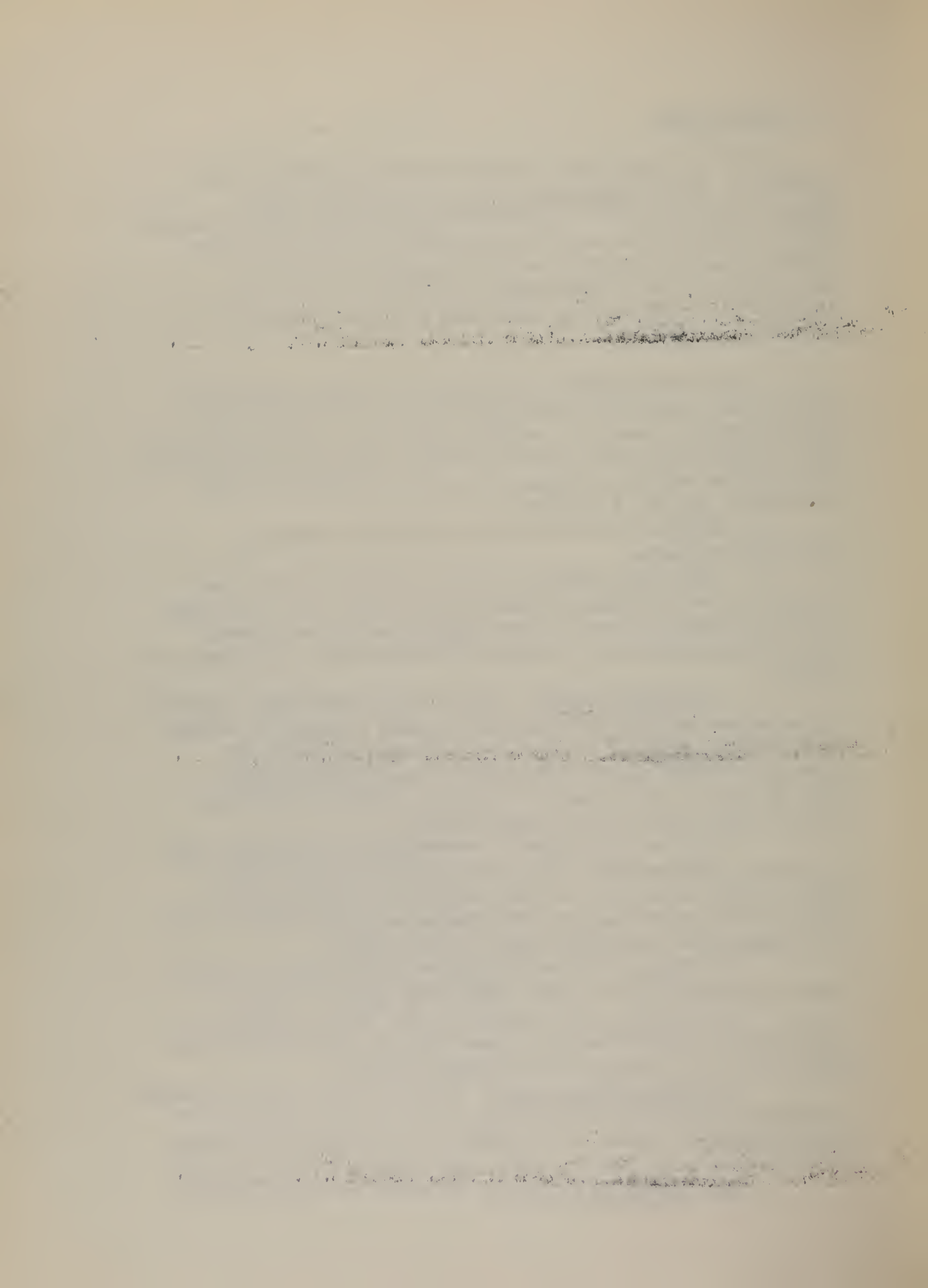
(2) If an institution or corporation is the author, use its name in the heading. (These are called corporate names.) Here you will have to be on your guard to see that an institution is not sometimes put under the name of the place in which it is located and sometimes under its own name.

(3) Title. Use the title given in the book and shorten long titles when it can be done without changing the meaning.

(4) Edition. Use number (e.g., 2d ed., 4th ed., etc.) except where it is necessary to use Rev. ed. (Revised edition); Rev. & enl. ed. (Revised and enlarged edition).

(5) Date of Publication. If date is not on the title page, look for it on back of the title page or at the end of the preface or introduction. Dates are important for scientific publications so try to give one. Use the latest date you can find in the book.

(6) Paging or Volumes. Give the main paging only,



(7) Illustrations. The abbreviation "illus.", added after the paging, can indicate any and all kinds of illustrative material.

(9) Subject Notation. This is the shelving notation from the list of subject classes used in your library. It is placed in the upper left hand corner of the card so you will know where to find the book.

3. After you have established control over your monographs, it would be a good idea to make a record of your journals. The journal record cards may be blank 3" x 5" cards, printed form cards, or visible record cards. For each journal you will need to record:

Pieces or volumes in your library

[illegible]

a. On the card, list all the pieces you have and add each new piece as received. This will make it possible for you to ascertain if a wanted issue has been received. (Caution: Don't keep any of the older issues of a journal which are no longer used -- they just gather dust and make your housekeeping harder. Ask your medical officers if they will need journals more than 5 years old, and discard on the basis of their replies. Also don't bind journals unless they are to be retained permanently. Unbound volumes may be neatly arranged on shelves in inexpensive pamphlet file boxes).

4. Pull out of your pamphlet group the larger pamphlets which have personal authors under whose names they are apt to be known. Put them in covers of some sort and treat them as monographs (see D, 3, above) Probably nothing further need be done to the remaining small items, except to dust them and weed out the unused ones occasionally. Get a filing case to keep them in if you can.

F. Filing

1. Arrange your alphabetical files in a straight alphabetical sequence, using the basic rule that "nothing files before something." In other words, file letter by letter to the end of the first word, then word by word to the first mark of punctuation. In filing, ignore articles at the beginning of titles.

2. The shelflist cards should be arranged in the same order as the books on the shelves, either alphabetically by author, or by subject notation, and then alphabetically by author within each subject group.

G. Inventory.

1. If you are taking charge of a collection of books that has already been organized, you will need to take an inventory to determine what books are missing. To do this:

- a. Check the books on the shelves against the entries in the shelflist.
- b. Add a pencil notation for each volume located after its own copy or accession number in the shelflist. (These marks should be very small and carefully made as you will want to erase them later.)

c. When the volumes on the shelves are completed, check volumes charged to officers, laboratories, etc., and consider them as found.

d. Make a brief card record for each missing book, including its author, title, edition, volume, and copy or accession number. Note on each card an explanatory phrase, such as: Msg Aug. '51 (Missing in August 1951). As each card is completed, pencil the Msg Aug '51 note on the corresponding shelflist card. If you wish you may now erase the marks showing which volumes were on the shelves or charged out as the missing notations provide the information you need.

e. Arrange the cards for missing books alphabetically and keep on the lookout for them.

f. When a book is found, erase the missing note in the shelflist and discard its card from the file of books missing.

Endocrinology

Hoskins, R. G.

Endocrinology; the glands and their func-
tions. Rev. & enl. ed. 1950
402 p. illus.

Author
card

Endocrinology

Endocrinology. 1950
Hoskins, R. G.

Title
card

Title

Tracing

Endocrinology

Hoskins, R. G.

Endocrinology; the glands and their func-
tions. Rev. & enl. ed. 1950
402 p. illus.

Shelflist
card

copy number

Pathology

Dible, J. H.

Pathology; an introduction to medicine
and surgery, by J. H. Dible and T. B. Davie.

2d ed. 1945

946 p. illus.

Author
card

Pathology

Davie, T. B.

Pathology; an introduction to medicine
and surgery, by J. H. Dible and T. B. Davie.

2d ed. 1945

946 p. illus.

2d Author
card

Pathology

Pathology. 1945

Dible, J. H.

Davie, T. B.

Title

Pathology

Dible, J. H.

Pathology; an introduction to medicine
and surgery, by J. H. Dible and T. B. Davie.

2d ed. 1945

946 p. illus.

copy number

Nursing

Gamper, Margaret

Nursing made practical. 1950

1 v. illus.

Nursing

Nursing made practical. 1950

Gamper, Margaret

Title

Nursing

Gamper, Margaret

Nursing made practical. 1950

1 v. illus.

copy number

SUBJECT GROUPS

Anatomy	Occupational therapy
Bacteriology	Ophthalmology
Biochemistry	Orthopedics
Cardiology	Otorhinolaryngology
Dentistry	Parasitology
Dermatology	Pathology
Endocrinology	Pediatrics
Gastro-intestinal system	Pharmacology
Gynecology & Obstetrics	Physical medicine
Hematology	Physiology
Hospitals	Psychiatry
Infectious diseases	Public health
Internal medicine	Radiology
Laboratory diagnosis	Reference books
Military medicine	Respiratory system
(Administrative aspects	Surgery
of subject)	Urology
Miscellaneous	Veterinary medicine
Neurology	
Nursing	

INDEX TO SUBJECT GROUPS

Abdomen see Gastro-intestinal system
Accident prevention see Public health
Allergy see Internal medicine
Anatomy
Anesthesia see Surgery
Arteries see Cardiology
Arthritis see Orthopedics
Aviation medicine see Internal medicine
Bacterial diseases see Infectious diseases
Bacteriology
Biochemistry
Biography see Miscellaneous
Blood see Hematology
Bones see Orthopedics
Brain see Neurology
Breast see Gynecology & Obstetrics
Cancer see Pathology
Cardiology
Chest see Respiratory system

Deficiency diseases see Internal medicine
Dentistry
Dermatology
Diagnosis see Internal medicine; Laboratory diagnosis
Dictionaries see Reference books
Directories see Reference books
Drugs see Pharmacology
Ear see Otorhinolaryngology
Endocrinology
Eye see Ophthalmology
Food inspection see Public health
Gastro-intestinal system
Geography of disease see Miscellaneous
Gynecology & Obstetrics
Heart see Cardiology
Hematology
History of medicine see Miscellaneous
Hormones see Endocrinology
Hospitals
Hygiene see Physiology
Immunology see Bacteriology
Infectious diseases
Internal medicine
Intestines see Gastro-intestinal system
Jurisprudence see Miscellaneous
Kidney see Urology
Laboratory diagnosis
Liver see Gastro-intestinal system
Lymphatics
Male genitalia see Urology
Medicine (in general) see Internal medicine
Metabolism (diseases) see Internal medicine
Military medicine
Mouth see Gastro-intestinal system
Naval medicine see Military medicine
Nervous system see Neurology
Neurology
Neurosis see Psychiatry
Nose see Otorhinolaryngology
Nursing
Nutrition see Biochemistry
Obstetrics see Gynecology & Obstetrics
Occupational therapy
Ophthalmology
Oral surgery see Dentistry

Orthopedics
Otorhinolaryngology
Parasitology
Pathology
Pediatrics
Pharmacology
Physical medicine
Physiology
Physiotherapy see Physical medicine
Poisoning see Internal medicine
Practice of medicine see Internal medicine
Preventive medicine see Public health
Prosthesis see Orthopedics; Dentistry; Ophthalmology
Psychiatry
Psychoses see Psychiatry
Public health
Radioactivity see Radiology
Radiology
Reference books
Respiratory system
Sanitation see Public health
Shock see Internal medicine
Skin see Dermatology
Stomach see Gastro-intestinal system
Surgery
Therapeutics (general) see Internal medicine
Thyroid see Endocrinology
Toxicology see Pharmacology
Tumors see Pathology
Urology
Venereal diseases see Infectious diseases
Veterinary medicine





